When **Staples Low** or **Staples Empty** appears on the operator panel display, complete the steps to insert a new staple cartridge in the finisher. Refer to the illustrations inside the stapler access door for more information. For information about ordering staple cartridges, see **Ordering supplies**.

> **Note:** If Staple Alarm is set to Single, the printer stops printing and displays the **Load Staples** message. Install a new staple cartridge or press **Go** to clear the message and continue printing. If Staple Alarm is set to Continuous, the printer displays the **Load Staples** message and continues printing.

1 Open the stapler access door and remove the staple cartridge holder by pulling on the colored tab.

> **Note:** A partial sheet of staples will remain in the staple cartridge holder when this message appears. Do not remove this sheet. Install a new staple cartridge to properly feed the partial sheet of staples.

2 Remove the empty staple cartridge.

3 Install the new staple cartridge.

4 Reinstall the staple cartridge holder and close the stapler access door.

`Priming Stapler` appears on the display. Priming occurs automatically without creating any output, and ensures the stapler is functioning properly. ▲